

**Minutes of the Harvard Community Cable Access Committee Meeting
September 9, 2015**

(Approved on Oct 21, 2015)

Attendees

Stephen Adrian (Chair)
Bill Johnson (Treasurer)
Mitch Norcross
Hakan Sahin

Meeting was called to order at 7:15PM.

Minutes of July 8, 2015 and August 12, 2015 were approved as presented.

The Committee reviewed the Station Manager's Report of Aug 8-22.

The Treasurer's Report was reviewed and discussed. A balance of \$142, 151 exists and includes a recent quarterly payment from Charter Communications for \$14,444.

The Committee reviewed a recently proposed Mission Statement. A motion was approved to accept the new Mission Statement:

HCTV Committee Mission Statement

HCTV promotes the local creation and sharing of video media by partnering with the Harvard Schools, Town organizations, local sponsors, and individual residents. The Committee manages the funding and operation of Harvard's three public access Cable TV channels, as well as the Town's facilities for broadcast, recording, and training.

The Committee discussed the meaning of "HCTV". It was suggested that the meaning be changed from "Harvard Cable Television" to "Harvard Community Television & Videography" or perhaps to "Harvard Community Television". It was generally agreed that "Community" was a better fit than "Cable".

Mr. Adrian gave an update regarding the Workflow Working Group and the ongoing Town Hall renovation. He reported that at the Board of Selectman meeting of September 8, there was discussion regarding future uses of the Town Hall vs. the Old Library, though no decisions were made at that meeting.

Action Item (#2015-09-09-A) was set for Mr. Sahin to research simpler alternatives to the Broadcast Pix based video infrastructure / architecture currently under consideration for next-generation workflow.

The Committee discussed the role of the Committee in support of the upcoming Bromfield School TV Production class. Equipment training should be provided to the class instructor.

The Committee reviewed the job description for HCTV Station Operations position proposed by the Staffing Working Group. A motion was made and approved to accept the new job description.

Mr. Adrian submit his resignation as Chairman and member of the HCCAC in order to pursue other opportunities. The meeting was then closed due to insufficient quorum.

Respectfully submitted by:

Mitch Norcross